**Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GIFT ACCEPTANCE POLICIES AND GUIDELINES**

***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*** a not for profit organization organized under the laws of the State of Ohio (“***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”),*** encourages the solicitation and acceptance of gifts to ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** for purposes that will assist ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** to further and fulfill its mission. These policies and guidelines govern acceptance of gifts made to **Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** or for the benefit of any of its programs.

1. Purpose of Policies and Guidelines

Volunteers for ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*** including the Board of Directors of ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** (the “Board of Directors”), and members of the staff of ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*** solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and missions of ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*** These policies and guidelines govern the acceptance of gifts by ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** and provide guidance to prospective donors and their advisors when making gifts to ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*** The provisions of these policies shall apply to all gifts received by ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** for any of its programs or services.

2. Use of Legal Counsel

***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** may seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate.

3. Donor’s Counsel and Legal and Tax Advice

***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** will suggest that all prospective donors seek the assistance of personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** does not serve as an advisor or counsel to donors: it is the donor’s responsibility to adopt all steps and submit all documents that may be required by ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** as a condition to its acceptance of a gift, file appropriate tax returns, and defend against any challenges to claims the donor may make for any tax benefits.

4. Gifts to ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

a. Forms of Gifts (Definitions). Gifts to ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** may take a variety of forms.

(1) Unrestricted Gifts. An “unrestricted gift” is a gift which when received and accepted by ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*** contains no restrictions imposed by the donor on either the purposes to which ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** may devote the gift or restrictions that prevent ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** from spending the gift on a current basis.

(2) Restricted Gifts. A “restricted gift” is a gift which, when received and accepted by ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*** contain restrictions imposed by the donor on either the purposes to which ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** may devote the gift or restrictions that prevent ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** from spending the gift on a current basis.

(3) Outright Gifts. An “outright gift” is an unrestricted or restricted gift to ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** in which there are no intervening interests that must be satisfied prior to fully vesting unrestricted ownership of gift property in ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.***

(4) Split Interest Gifts. A “split interest gift” is an unrestricted and restricted gift to Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in which the donor or person designated by the donor retains a present or future interest and ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***’s interest is contingent upon the lapse of that interest or is for a limited period.

(5) Legacy Gifts. A “legacy gift” is a bequest or testamentary undertaking that will not result in a transfer of property to ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** until a future date or until the death of the donor or a person designated for this purpose by the donor. Legacy gifts may be unrestricted gifts or restricted gifts.

b. If the donor does not specify restrictions at the time ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** accepts a gift, the gift will be treated as an unrestricted gift that ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** may, in its discretion, use to support both its current and its future operations in the amounts and proportions (as to current and future needs) and at the times, determined by ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.***

c. ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** reserves the right to refuse any gift that it believes is not in the best interests of ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.***

d. Unrestricted gifts of cash to ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** exclusively for its benefit are acceptable in any form. Unrestricted gifts of publicly traded securities shall be effected by transfer of the securities to an account maintained by ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** at one or more brokerage firms or delivered physically with the transferor’s signature or stock power attached. As a general rule, all publicly traded securities shall be sold upon receipt unless otherwise directed by ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*** In some cases publicly traded securities may be restricted by securities laws; in that case, ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** shall determine whether to accept these securities and the terms upon which they will be accepted.

e. Subject to the provisions of Section 4(c), ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** will accept outright gifts of property other than cash and publicly traded securities, split interest gifts, and any restricted gifts if ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** determines that these gifts are consistent with ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s*** mission, purposes, and priorities, and do not pose any liability or unreasonable burdens on ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** in connection with the administration and disposition of the gift.

f. For donor recognition purposes, Legacy gifts that are reported to ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** by the donor or the donor’s advisor and before the donor’s death will be recorded as gifts in the amounts determined from time to time by ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** in accordance with policies adopted from time to time for this purpose.

g. All agreements with donors and all information concerning donors, prospective donors, and any gifts they make to ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** shall be maintained in accordance with ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s*** policies governing the confidentiality of, and terms for disclosure of, that information.

5. A Gift Acceptance Committee

The Board of Directors of ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** may from time to time create and designate members of a committee responsible for reviewing and recommending the acceptance of gifts (the “Gift Acceptance Committee”).

If and for so long as it is in existence, the Gift Acceptance Committee is charged with the responsibility of reviewing all gifts made to ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,*** properly screening and accepting those gifts, and making recommendations to the Board of Directors on gift acceptance issues when appropriate.

During any period of time in which the Board of Directors does not designate a separate committee to function as the Gift Acceptance Committee, the Board of Directors shall function as the Gift Acceptance Committee.

6. Changes to Gift Acceptance Policies

These policies and guidelines have been reviewed and approved by the Board of Directors of ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*** The Board of Directors of ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** must approve any changes to, or deviations from, these policies.

Approved by the Board of Directors of ***Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** on the \_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, 201\_\_.